

CITY HALL TASK FORCE MEETING SUMMARY

The City Hall Task Force met at 12:00 noon on Thursday, May 9, 2019 in Conference Room No. 1 at the Willmar City Office Building.

Members present were: Council Members Kathy Schwantes, Julie Asmus, Fernando Alvarado, Shawn Mueske and Mayor Marv Calvin.

Also present were: City Administrator Ike Holland, Planning and Development Services Director David Ramstad, City Planner Sarah Swedburg, Rudy Vigil WRAC 8, Shelby Lindrud "West Central Tribune" and Administrative Assistant Janell Sommers. Members of the public who attended were Dirk Mueleners.

City Administrator Holland updated the Task Force on the site selected by the City Council on May 6th known as Block 25 or the former Nelsen Property. Mr. Holland stated he had a conversation with a representative of Bolton and Menk inquiring as to doing soil testing of the entire block in regards to environmental hazards and compaction. He also received a phone call from a member of the Nelsen family stating there was testing done prior to the demolition of the building and they would make those results available. Mr. Holland has since forwarded this information on to Bolton and Menk for analysis. He also spoke with the realtor who has the listing for the Nelsen property, Justin Paffrath, and met with him and discussed the process of the purchase. He also spoke with the realtor for the Wodash property, Doug Fenster. The Nelsen property is listed at \$100,000 and the Wodash property at \$90,000. The Task Force discussed the property negotiations and clarified that the City Administrator continue that task and bring back the information to the Task Force for recommendation. It was also noted the Planning Commission approval is required for the site. The Council could possibly go into closed session on May 20th to discuss the real estate negotiations.

The Task Force briefly discussed the proposed site layout with a suggested location of the building in the northwest corner closer to the county and additional parking. The Task Force discussed the footprint of the building and the impact soil boring results may have on square footage of the ground floor. Staff was asked to obtain estimated costs for borings to include compaction testing were applicable.

The Task Force discussed at the length a draft document of a Request for Proposal (RFP) for a Construction Manager for the new city hall and staff's ability to manage the RFPs. City Administrator Holland recommended hiring Bolton and Menk as the owner's representative for the new City Hall. Bolton and Menk would have the expertise to answer all the questions that come to the City in regard to the RFP which in turn covers the legal aspects of the project. It was determined that Mayor Calvin and Council Member Schwantes would meet with City Administrator Holland and Public Works Director Christensen to discuss the representation of the RFP and also to receive approval by the City Attorney to enter into such a contract without bidding.

Chair Schwantes brought up scheduling a time for the Task Force to look at other community's City Halls or professional buildings built in the last five years. This would allow the group to provide input for the schematic/design of the new City Hall. Input from staff was felt to be important for ownership and a positive working environment. The League of MN Cities would be a source for vetting touring options. Finding a date in June that would work for the Task Force was mentioned. The procedure for review of RFP's was discussed with Chair Schwantes recommending the Task Force make the recommendation to the full Council for consideration as we want the entire Council to be involved.

Chair Schwantes announced there would not be a City Hall Task Force meeting on May 23rd as was noted on the original timeline.

The meeting adjourned at 1:31 p.m.

Janell Sommers
Administrative Assistant